

Lunenburg School Building Committee

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| Date: | 01/15/14 |
| Location: | Lunenburg Town Hall |
| Time: | 7:00 PM |
| Next Meeting: | 2/12/14 6:30 PM |



| | Name | Association/Title | Affiliation |
|---|-------------------|--|-------------|
| ✓ | Loxi Jo Calmes | Lunenburg Superintendent of Schools, LSBC | (LSBC) |
| ✓ | Michael Mackin | Lunenburg School Committee, Chair | (LSBC) |
| ✓ | Colleen Shapiro | Lunenburg School Committee, LSBC Member | (LSBC) |
| ✓ | Dave Matthews | BOS Representative, LSBC Member | (LSBC) |
| ✓ | Nathan Lockwood | Planning Board, LSBC Member | (LSBC) |
| x | Mark Erickson | Finance Committee, LSBC Vice Chair | (LSBC) |
| ✓ | Mike Barney | Citizen, LSBC Member | (LSBC) |
| ✓ | Brian Frank | Citizen, LSBC Member | (LSBC) |
| ✓ | Greg S. Roy | Citizen, LSBC Member | (LSBC) |
| x | Kerry Speidel | Town Manager, LSBC (non-voting member) | (LSBC) |
| ✓ | John Londa | Director of Facilities, LSBC (non-voting member) | (LSBC) |
| ✓ | Brian Spadafino | LHS Principal, LSBC (non-voting member) | (LSBC) |
| x | Tim Santry | LMS Principal | (LSBC) |
| ✓ | Charles Hay | Principal-in-Charge, Tappé Associates | (Tappé) |
| x | Cesar Dedios | Senior Associate, Tappé Associates | (Tappé) |
| x | Damian Liddiard | Project Architect, Tappé Associates | (Tappé) |
| ✓ | Greg Cohan | Joslin, Lesser + Associates | (JLA) |
| ✓ | Christine DePalma | Joslin, Lesser + Associates | (JLA) |
| ✓ | Jeffery Luxenberg | Joslin, Lesser + Associates | (JLA) |
| x | Ron Simoneau | Shawmut Design & Construction | (SDC) |
| ✓ | Michael Kearns | Shawmut Design & Construction | (SDC) |
| x | Craig Gabri | Shawmut Design & Construction | (SDC) |
| x | Steve Ham | Shawmut Design & Construction | (SDC) |

Discussion

1 Call to Order

The meeting was called to order at 7:00 PM. Mr. Mackin and Superintendent Calmes thanked LSBC members and the consultant team for their efforts at and leading up to the January 7 Special Town Meeting.

2 Approval of Meeting Minutes

The meeting minutes from the January 6, 2014 LSBC meeting were reviewed and unanimously approved.

3 Joslin, Lesser + Associates Owner's Project Manager Contract Amendment

The LSBC reviewed a contract amendment for Joslin, Lesser + Associates. The amendment was for project management services from the design development phase through project closeout. The proposed fee for services was consistent with the project's total budget and MSBA Form 3011. The contract amendment was unanimously approved. Joslin Lesser will work with the Town of Lunenburg to process the contract with the MSBA.

4 Tappé Associates Contract Amendment

The LSBC reviewed a contract amendment for Tappé Associates. The amendment was for designer services from the design development phase through project closeout. The proposed fee for services was consistent with the project's total budget and MSBA Form 3011. LSBC members noted a typo or error on the amendment. Joslin Lesser will revise the amendment accordingly. The contract amendment was unanimously approved. Joslin Lesser will work with Tappé Associates and Town of Lunenburg to process the contract with the MSBA.

Discussion

5 Review of MSBA Module 6 - Design Details

Charlie Hay from Tappe Associates provided the LSBC with an update on the design development phase. Mr. Hay mentioned that a series of design development workshops and meetings would be set up over the next few weeks. These meetings will engage district faculty, staff, and administrators in the design process as well as the Working Group and other representatives (such as regulatory officials) from the Town of Lunenburg. Tappe will work with Joslin Lesser and the district to confirm the schedule of meetings and it will be shared with the LSBC. Greg Cohan from Joslin, Lesser + Associates provided LSBC members with a copy of the project's schedule and preliminary logistics plan. Mike Kearns from Shawmut, Design and Construction mentioned that the pre-qualification process for trade contractors would commence this spring. LSBC members expressed interest in informing local contractors about the project in an effort to invite them to submit qualifications should they be eligible. The LSBC also discussed future LSBC meeting dates. It was determined that the LSBC will meet every second Wednesday of the month. Meetings will begin at 6:30pm and take place in the Thomas C. Passios Building, Room 13. Joslin Lesser will confirm the 2014 meeting schedule and distribute it to the LSBC.

6 Other Business

Jeffery Luxenberg from Joslin, Lesser + Associates noted that a contract amendment is not required for Shawmut Design and Construction. Joslin Lesser will send a Notice to Proceed letter to Shawmut for the Design Development, Construction Documents, & the Bid Phase.

7 Public Comment

There was no public comment.

8 Adjournment

The meeting was adjourned at 8:10pm.

These meeting minutes were prepared by Joslin, Lesser + Associates. Please notify Joslin, Lesser + Associates within 48 hours of receipt of this document regarding any required corrections or clarifications.